

DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF FOR PERSONNEL, G-1  
USACHRA, JRTC & FT POLK CIVILIAN PERSONNEL ADVISORY CENTER  
FORT POLK, LOUISIANA 71459-6650

CIVILIAN PERSONNEL  
BULLETIN NO. 13-06

20 June 2006

**GENERAL NOTICE OF IMPENDING  
REDUCTION IN FORCE OF TERM EMPLOYEES  
COMPETITIVE AREA 01**

1. **PURPOSE.** The purpose of this bulletin is to notify Competitive Area 01 TERM employees of an impending reduction in force (RIF). This projected RIF is the result of the Vice Chief of Staff, Army (VCSA), message, 26 May 06 subject: Immediate Spending Restrictions and Installation Management Agency implementing guidance. It is anticipated that RIF notices will be issued on or about 24 July 2006, with an effective date of 30 September 2006. However, RIF notices will not be issued without Installation Management Agency (IMA) RIF approval and notification to the Administrative Assistant to the Secretary of the Army (AASA). Therefore, the date for issuance of notices and the RIF effective date may be amended to reflect a later date.

2. **REVIEW OF OFFICIAL PERSONNEL FOLDER (OPF).** In the past, the procedure was simple; you called the personnel office and made an appointment to review your OPF. However, with regionalization and automation, we find it necessary to create a more efficient and timely method to review documents contained in your Official Personnel Folder (OPF). Since the OPF is now maintained at the Civilian Personnel Operations Center (CPOC), Redstone Arsenal, Alabama, and Notifications of Personnel Action (SF-50s) are located in the Department of the Army's SF-50 Database, the following procedures will apply for review of your official record:

a. If you were hired in the Department of Army **after March 29, 1998,** you will review copies of SF-50s provided to you by your supervisor. Your supervisor can assist you in obtaining copies from the SF-50 History Database, if necessary.

b. If you were hired in the Department of Army **prior to March 29, 1998,** you must review your SF-50s from the copy of your OPF furnished to you prior to regionalization. Your supervisor can assist you in obtaining copies from the SF-50 History Database of actions effective on or after March 29, 1998, if necessary.

c. Requests to the CPOC for an employee's OPF will occur only in extenuating circumstances.

3. **CUTOFF DATE FOR UPDATES.** The official cutoff date for receipt of updates in the Civilian Personnel Advisory Center (CPAC) for this RIF is close of business on **30 June 2006.**

4. **RIF PROCESS.** It is important to understand the RIF process that occurs within the guidelines of RIF regulations derived from the Veterans' Preference Act of 1944 and presently codified in Sections 3501-3503 of Title 5, United States Code. The law provides that RIF regulations must take into account four factors in releasing employees: Tenure; veterans' preference; length of service; and performance ratings. RIF procedures are rather complicated, and it is helpful to have as much information as possible concerning why a RIF is happening and how the process works. This understanding provides you with useful information even if the RIF does not affect you. Let's begin by looking at the following:

a. **COMPETITIVE AREA:** Before RIF begins, the competitive areas are identified and these are the boundaries within which employees compete for assignment under reduction in force. Employees within a competitive area compete only with each other; they do not bump, retreat, or otherwise compete with employees in another competitive area. Competitive areas are also controlled by the commuting area. The competitive area for this reduction in force includes employees of the Installation Management Agency (IMA), US Army Forces Command (FORSCOM), US Army Contracting Agency (ACA), NCO Academy and the Army Material Command (AMC) LOG SPT.

b. **COMPETITIVE LEVEL:** Next, similar positions are grouped together into competitive levels for RIF competition. A competitive level consists of positions in the competitive area that are in the same grade (or occupational level), in the same classification series, and similar enough in duties, qualification requirements, pay schedules, and working conditions so that the incumbent of one position can successfully perform the critical elements of any other position in the same competitive level, without any loss of productivity beyond that normally expected in the orientation of any new but fully qualified employee. Positions with different types of work schedules are placed in different competitive levels. Positions of supervisors and management officials are placed in competitive levels comprised only of these type positions. Also, competitive and excepted service positions are placed in separate competitive levels with each RIF run separately.

c. **RETENTION STANDING:** The controlling elements are: the competitive area, the competitive level, and the retention register. Reduction in force is invoked in retention order beginning with the employee with the highest overall retention, regardless of grade level. When employees in the same retention subgroup have identical service dates, the employee with the highest current performance rating will be determined to have the highest retention standing. If current performance ratings are identical, then the employee with the most service in his/her current position without a break in service will be determined to have the highest retention standing.

d. **RETENTION REGISTERS:** Next, the four retention factors are applied to create a retention register. As earlier mentioned, they are tenure, veterans' preference, length of service, and performance. The following four retention factors are applied and employees are listed on the retention register in the order of their retention standing as follows:

(1) **TENURE GROUP.** Employees are ranked in a retention register in three groups:

(a) **GROUP I-Career Employees** who are not serving probation.

(b) **GROUP II-Career-Conditional employees** and career employees serving a probationary period.

(c) **GROUP III-Employees** serving under term and similar non-status appointment.

**NOTE:** Temporary employees are non-competing employees for RIF purposes and may be separated without RIF procedures

(2) **VETERANS PREFERENCE.** Each of tenure groups are divided into three subgroups reflecting the employees' entitlement to veterans' preference:

(a) **SUBGROUP AD-Preference** eligible veterans with a compensable service-connected disability of 30 percent or more.

(b) **SUBGROUP A-Veterans** not included in subgroup AD.

(c) **SUBGROUP B-Non-Veterans.** This group also includes retired members who do not meet the criteria for veterans' preference for RIF purposes.

**NOTES:** In order to receive veterans' preference, an honorable or general discharge is necessary. Guard or Reserve active duty for training purposes does NOT qualify for veterans' preference.

A **retired member** of the armed forces is considered to be a veteran for RIF purposes only if the veteran meets one of the following: (1) The armed forces retirement is based upon a disability that either resulted from injury or disease received in the line of duty as a direct result of armed conflict, or was caused by an instrumentality of war incurred in the line of duty during a period of war; (2) The armed forces retirement is not based upon 20 or more years of full-time active service; or (3) the employee has been continuously employed for the Government since November 30, 1964, without a break in service of more than 30 days. (If the veteran meets condition (3) but retired at the rank of major or higher (or equivalent), he or she must also meet the general definition of disabled veteran in Section 2108(2) of Title 5, United States Code, in order to be a veteran for RIF purposes

(3) **LENGTH OF SERVICE.** Within each tenure subgroup, employees are ranked for RIF retention by service dates. The service date includes creditable civilian and military service with additional service credit for certain performance ratings.

(4) **PERFORMANCE.** Employees in each subgroup are ranked ahead of those with less service and receive extra service credit for RIF based on the average of the last three ratings of record received during a four-year period. Employees receive extra credit only for ratings of

Fully Successful or above. An employee's service computation date is adjusted for RIF purposes based on this average (rounded in the case of a fraction to the next higher whole number). The four-year period begins with the cutoff date established for receipt of performance appraisals in the CPAC, and the cutoff date for this RIF is close of business on **24 April 2006**.

(a) If an employee received more than three annual ratings during the four-year period, the three most recent annual ratings of record are used.

(b) If an employee received less than three annual ratings during the four-year period, the values of the actual ratings given are added together and averaged.

(c) If an employee has no ratings of record, the employee will receive credit based on the performance rating most often given to employees in the competitive area. This is called a "modal rating."

(d) In determining this average, the value assigned to each annual performance rating of record is as follows:

(1) "Outstanding (O)" - Twenty (20) additional years of service;

(2) "Exceeds Fully Successful (EFS)" - Sixteen (16) additional years of service; and

(3) "Fully Successful (FS)" - Twelve (12) additional years of service.

e. **RELEASE**: In this reduction in force only TERM positions are to be abolished. Once all abolish actions are identified, the RIF process begins. TERM employees will be released from the competitive level in the inverse order of their retention standing. If an employee's job is abolished, and there is a lower standing TERM employee on the retention register, the person whose job is abolished has the right to displace the TERM employee at the bottom of the retention register. Within each subgroup, TERM employees with less service are released before TERM employees with more service. The TERM employee may be in another division, branch, or organization. This displacement is not considered a RIF action.

f. **ASSIGNMENT RIGHTS**: Assignment right means the right of an employee to be assigned (by bump or retreat) in the second round of competition to a position in a different competitive level held by an employee with lower standing on a retention register. However, the Office of Personnel Management reduction in force regulation does not provide assignment rights to an employee who is in retention Group III. Therefore, a TERM employee released from his/her competitive level will be scheduled for separation by reduction in force.

g. **VACANT POSITIONS**: In order to cause the least possible disruption, identified TERM vacant positions within your competitive area may be used for possible RIF placements. Placement through RIF procedures to vacant positions in other competitive areas at Fort Polk is not allowed.

h. **PLACEMENT & TRANSITION ASSISTANCE**: **WORKFORCE INVESTMENT ACT (WIA)**

**PROGRAM.** Title III of the Job Training Partnership Act makes State programs available to Federal employees adversely affected by reduction in force. The Workforce Investment Act (WIA) Services offered by the State of Louisiana for dislocated workers provides in-depth skills assessment and aptitude testing, job placement assistance, and education and occupational skills training. The CPAC will forward your resume to the one of the Workforce Centers, but only with your written consent. Workforce Centers are located in DeRidder, Leesville and Oberlin. You may visit their web site [www.LAWORKS.net](http://www.LAWORKS.net) for phone numbers, locations and additional information. Additional information will also be provided with your RIF notice.

i. **SEVERANCE PAY:** TERM employees are not entitled to severance pay. However, full-time TERM employees whose appointments were made within 3 days after a qualifying appointment may be eligible for severance pay.

5. For additional information regarding this bulletin, please contact Ms. Krista Lowery, Human Resources (LR) Specialist, at 531-6805 or by email at [krista.lowery@us.army.mil](mailto:krista.lowery@us.army.mil)

6. We trust that the information provided in this bulletin will assist you in better understanding and dealing with your personal situation as a result of this unavoidable reduction in force. You should not consider any reduction in force action as a reflection upon your performance, conduct or value to Fort Polk.

//Original Signed//  
DONALD R. MALLET  
Director of Civilian Personnel  
Advisory Center

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Competitive Area 01 – TERM Employees